

The Modern Scientific Shorthand.

OR

The Longhand-in-Shorthand.

BY

S. SHER SINGH,

M. Sc.

Deputy Conservator of Forests, Kashmir.

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Rs. 3/-

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OUTSTANDING FEATURES.

1. Nothing arbitrary; the shorthand symbols are based on and written like the longhand alphabet.
2. No detached vowels; vowels joined as in longhand.
3. No artificial outlines nor list of grammalogues to be remembered.
4. 'Position' writing rationalised and minimised.
5. Three speed rules only.
6. Maximum of speed and legibility in minimum time.
7. The system for the millions, as it can be mastered in a week and is adapted to the needs of students of even the most elementary education and calibre.
8. Outlines brief, facile and legible, and transcription possible even after years.
9. Based on thoroughly scientific and linguistic principles.
10. Guarantees success to one and all.

BY

Sardar SHER SINCH, M.Sc., M.R.A.S., F.C.S. (Eng.),

Deputy Conservator of Forests, Kashmir.

FOREWORD.

Any and every shorthand script must necessarily be brief. But this shortness would be of little use if it were obtained at the expense of legibility or if it were based on a complicated set of rules difficult to memorise and difficult to use in practice. In other words, an artificial shorthand system is more an encumbrance than a practical asset. And yet practically all the shorthand systems now in vogue suffer from the aforementioned defects. A comparative study of the different shorthand systems soon revealed to the author that there is a great leeway to be made up in the direction of simplifying this subject so as to bring it within the reach of students of even the most elementary education and calibre. And the system outlined in these pages is the result.

The author thinks that he has fairly succeeded in his objective for it is the longhand alphabet itself (partly condensed) which has been used for the shorthand symbols, and the speed rules have been reduced to only three! There is little in this system to cumber the memory of students, and as there is little to memorise, there is little to forget. A few days' working acquaintance with the shorthand symbols is all that is required. The alphabet being complete, i.e., covering all ordinary letters and simple phonetic sounds, it is as easy to take down notes in shorthand as in longhand. The speed is, if anything, electric inasmuch as to the usual winged devices of phonography, there is yoked the psychological advantage of unconscious movement of the hand in the proper direction. No more long lists of artificial outlines (Grammalogues) to be memorised! No more the bewildering shorthand practice of one shorthand symbol representing a dozen or more longhand words!

There is little doubt that this system, like all new things, has to struggle against vested interests, but given fair field it requires no favour, as its innate simplicity combined with legibility and speed makes it far and away the easiest and the most scientific system, in the market.

Above all, the system aims at contributing, however indirectly, to the **solution of the unemployment problem** by affording to the average student maximum speed in minimum time. And the writer will consider his efforts amply rewarded if to the students tried and rejected by other shorthand systems, this system holds out, as it is hoped it must, a fresh hope of unqualified success.

Dated 25th March 1928.

Ramban.

THE AUTHOR.

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INTRODUCTION.

THE UTILITY OF SHORTHAND.

Shorthand writing is at once a fine art and a profession. The characters employed in the longhand are far too complicated and cumbrous to admit of rapid writing and what can be spoken in one hour can hardly be written in six. It was, therefore, a great step forward when in 1837, Sir Isaac Pitman perfected his phonographic system thereby using the winged forms of phonography to keep pace with the tongue.

THE DEFECTS OF THE OLD SYSTEMS.

Without minimising in the least the great debt that is due to Sir Isaac, it may be mentioned that there are a few fundamental defects in the phonographic system which cannot be mended or mitigated by any amount of patching. To mention only a few: the student has to rely on a complicated system of dots, dashes and arrowheads to represent the vowels. The consonants are written first and the vowels are then dashed or dotted. For instance, the word UNNATURAL is at first written NTRL, the vowels being then added to complete the spelling thus: **ntrluaua**, which at first sight reads like **natural**. This system of **detached vowels** necessitates repeated lift of the pen, once for each vowel, thereby impeding speed. Further, it involves inversion of the correct order of spelling. It is true that in rapid writing many vowels are usually omitted but the Pitmanic system then suffers from illegibility in transcription. Instances are not rare in which even expert shorthand writers have been unable to transcribe their own notes after a period of a few days—not to speak of transcription after months and by other shorthand writers.

Furthermore, under the above system, each stroke has a different meaning according as it stands on, above or below a line. Ordinary students are unable to grasp this "**writing in position**," as it is called, for they have been accustomed to attach the same value to any letter whether it stands on, above or below the line. Needless to say, that if mistakes occur in writing the letters in position, as is very often the case, the notes suffer badly in transcription for, these misplaced letters have quite different meanings.

Little wonder, therefore, that in England where this system is much in use, the Inspectors of the evening schools were com-

pelled to report as follows:—

• The proportion of students who ever attain a practically useful speed, say 80 words per minute or more is small.

(Page 25 of Board of Education, Circular No. 1116). Referring to this a Sloan-Duployan shorthand book writes:—

“ This is quite in accord with the statement of H. M. Inspector that fully 90 per cent. of shorthand pupils fail to reach a serviceable degree of proficiency. **Think of it! Ninety failures out of every hundred!!**”

To remove the above defects, there are many other systems in the field, namely Sloan-Duployan, Dutton, etc., but study of these systems discloses that these systems suffer from a **common defect**, viz., the **adoption of arbitrary alphabets**. Laws of psychology demand that there should be as much conformity between longhand and shorthand characters as possible, as such a conformity facilitates the movement of the hand in shorthand writing. No system which ignores this fundamental desideratum can be said to be simple or efficient. In addition to this there are a few other requisites which may be summarised as under:—

THE ESSENTIALS OF A SCIENTIFIC SHORTHAND SYSTEM.

The fundamental basis of any shorthand system is its alphabet; if the alphabet is weak so must be the system for then the student has to rely on a complicated system of rules to avoid awkward combinations. The stronger the alphabet the fewer the rules required. The following gives a few important requisites which a modern scientific shorthand system should fulfil:—

(1) The alphabet letters should have obvious **resemblance with the longhand letters** so that the hand may **automatically** move in the required direction. In other words, the alphabet should be **natural** and not arbitrary.

(2) The abbreviating rules should be **few**, simple and of wide application.

(3) The alphabet should be **complete** covering **all long-hand letters and all simple phonetic sounds**, i.e., it should be possible to write either phonetically or as in longhand.

(4) The vowels should **not be disconnected**.

(5) The speed should be **rapid**.

(6) Writing in **position** to be avoided or **rationalised**.

(7) It should involve the least possible strain on memory, and be adapted to the requirements of students of even **elementary calibre**.

(8) It should be based on sound **linguistic principles**.

In other words, the system of the future must aim at extreme simplicity combined with speed and legibility.

THE ORDER OF FREQUENCY OF LETTERS IN THE ENGLISH LANGUAGE.

The last consideration (No. 8) makes it necessary to work out the relative order of **frequency** of different letters in the English language as obviously the speed rules must be based on this order. This order has been worked out by Dr. Cobham Brewer, LL.D., and is as follows:—

E	1,000	L	360	B	158
T	770	U	293	V	120
A	728	C	280	K	88
I	704	M	272	J	55
S	680	F	235	Q	50
O	672	W	190	X	46
N	570	Y	184	Z	22
H	540	P	168		
R	528				
D	392	G	168		

N.B.—Frequently recurring **consonants** are given in bold type.

It is these recurrent letters for which the speed rules have been framed.

THE OUTLINES OF THE MODERN SCIENTIFIC SHORTHAND SYSTEM.

The system given in this book uses the ordinary alphabet letters, partly condensing their outlines for the sake of brevity but retaining their broad general features. As there are different symbols for all the 26 longhand letters and phonetic sounds, this system offers, for the first time, the possibility of writing shorthand script either phonetically or in the longhand-spelling-order.

There are but three speed rules, viz. :—

1. Thicken letters to affix R.
2. Lengthen them to affix N.
3. An initial hook adds L, and a final one T (or D).

These are all the rules to be mastered, and give the whole system in a nutshell.

THE MODERN SCIENTIFIC SHORTHAND INSTRUCTOR.

LESSON I.

THE ALPHABET.

The alphabet described in this lesson is based on the scientific principles given in the Introduction, and covers among others the following:—

- (i) **All** the 26 **longhand** letters from A to Z.
- (ii) **All** the **phonetic** sounds given in ordinary shorthand systems based on phonetic principles.
- (iii) Frequently recurring **compound letters** which, for all practical purposes, are as much indivisible units as the longhand letters, e.g., **nt.**, **mp.**, etc.

This provision of definite symbols for longhand letters and phonetic sounds enables the writer to spell the words either as in the longhand or phonetically, which is a distinct advantage.

2. As explained in the Introduction, the **symbols** are not selected at random but **are based on the longhand letters themselves**. The **characteristic** portion of each longhand letter is coloured **Red** in the Plate I and this same portion is adopted as the shorthand symbol. This simple arrangement abridges the great gulf that, heretofore, existed between the longhand and the shorthand. It also serves to yoke the mind with the eye and the hand, thus **automatically increasing** speed, and taking off burden from the memory.

3. In selecting characteristic portion of any longhand letter, capital letter or small letter is used whichever is **simpler** in outline. *Thus, the capital letter (G) is simpler in outline than the small letter (g), hence it is the former which is taken. Similarly, capital letters are used in case of Vowels and Semi-vowels. In other cases, **script** letters are adopted as it is these which are most familiar to the hand.

4. **The alphabet divided into groups.**—The alphabet is **best remembered** by dividing the same into groups which have obvious relationship either in outline or in sound or in both.

The following statement gives the groups, as also reasons for the shorthand symbols adopted:—

STATEMENT SHOWING LETTERS GROUPED.

(N. B.—Read this statement along with Plate I, which gives groups and script letters intended in the description.—See P. 10).

Group No.	Letters grouped.	Why grouped.
1.	O, script s.	Note (O) is CIRCULAR. The script (s) also encloses a circle. The circle for (O) is bigger than for (s).
2.	Script r, f, j, script l; (r, f, j, l.)	Note the characteristic portions of these letters form <i>vertical HOOKS</i> , the hook being in different positions. These distinctive parts are adopted as shorthand symbols.
3.	I, U; E, A; V, W; Y, X.	<p>(1) Note all of these letters are composed of STRAIGHT STROKES. The characteristic portions (generally the first strokes) are used as shorthand signs. In E, the horizontal stroke is adopted as there are three such strokes as against one vertical.</p> <p>(2) All of these letters are radii of a circle and are written <i>outside from the centre</i>; this gives up or down directions.</p> <p>(3) The radii are <i>parallel</i> to distinctive portions coloured red.</p> <p>(4) (I) is written down, A up, V, W down, as in longhand. The stroke for U is its second up-leg; it is slightly <i>inclined to right</i> instead of being dead vertical.</p> <p>(5) Note in the above circle, V occupies a place which it occupies on a clock and W occupies the place of IV, with which it resembles.</p>

THE MODERN SCIENTIFIC SHORTHAND ALPHABET

[PLATE I.]

Note the distinctive parts of letters are coloured **RED** and the same are used as shorthand signs. Arrows indicate direction of writing.

Group I.—CIRCLES.

Longhand letters.

O

o

Shorthand signs.

to

fo

Group II.—VERTICAL HOOKS.

Longhand letters.

γ

f

j

l

Shorthand signs.

γ

f

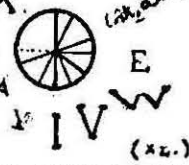
j

l

Group III.—STRAIGHT-STROKED LETTERS.

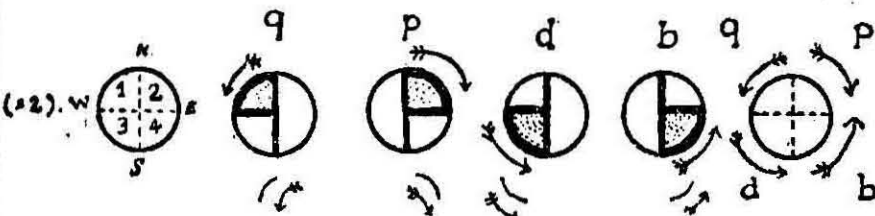
Longhand letters. I U, E, A, V W, Y X, U

Shorthand signs. \$ I \$ U \$ E \$ A \$ V \$ W \$ Y \$ X \$ U



N.B.—Strokes are written outside from the centre, and are parallel to the distinctive parts.

Group IV.—INCLINED OR QUADRANT CURVES.



N.B.—Strokes are inclined and written as in longhand Allied letters:—

For K use up-Q stroke.

For 3 (or alternative S) use down-B stroke.

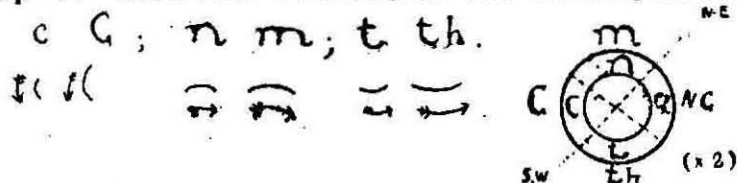
(See Page 10).

Group No.	Letters grouped.	Why grouped.
		<p>(6) V, W are <i>allied in sound</i> and are, therefore, written in practically the same way. Note, further how V, W; X, Y occur near each other both in long-hand and shorthand.</p> <p>(7) The X line is more inclined backwards than Y; it covers <i>ex</i>; use also for X: (<i>k plus s</i>) i.e., <i>eks</i>.</p>
4.	<i>q, p, d, b,</i>	<p>(1) All of these letters have similar outlines being composed of one vertical stroke with a QUADRANT or compressed circles in different positions.</p> <p>(2) Take the circle given in the plate I divided into 4 quadrants by two diameters running due N, S, E & W. Darkening each quadrant in turn, as shown, we get the concerned letters, and eliminating the common vertical or horizontal portions, we get the distinctive part for for each letter coloured <i>red</i> which gives the <i>natural</i> shorthand symbols for these letters. The direction of strokes, as denoted by arrows, is as in script long-hand.</p> <p>(3) <i>K</i> being allied with <i>Q</i> is denoted by up-Q stroke. As <i>Q</i> is always followed by <i>U</i>, hence (<i>qu</i>) is one unit.</p> <p>(4) <i>Z</i> is denoted by the down-B stroke. As letter <i>Z</i> occurs rarely, this symbol is <i>also used for S whenever a stroked S is required</i>, as is the case when (<i>s</i>) follows <i>O</i> circle or points, given later.</p>

Group No.	Letters grouped.	Why grouped.
5.	c, g, n m ; t th ; ch ng.	<p>(1) These letters are formed partly or wholly of CURVES VERTICAL OR HORIZONTAL.</p> <p>(2) In c, G the component curves are the left-hand curves like (; ch and ng being allied respectively to c and G are denoted by the reversed c, G symbols :)</p> <p>(3) In (n) and (m) note the characteristic portion is the upper convex portion. The curve for m has to be double than for n as m is a doubled form of n.</p> <p>(4) The distinctive part of t is its lower concave portion. The curve for th has to be bigger than for t, as th is a hardened form of t.</p> <p>(5) Note vertical strokes are ignored as they are common to most letters.</p>
6 (a).	Miscellaneous: H & compound Letters. nt, nd ; mp, mb ; st, sst ; oi, ou, ow ; sh.	<p>(1) For H a point will suffice as it has no distinct sound of its own but merely aspirates the concerned vowel. The point is written inside away from the outline. It is generally omitted in rapid writing.</p> <p>(2) NT (ND) denoted by an (1) inner (2) attached point. Remember this by the word Point which word is followed by (NT); or better use $\frac{1}{2}$ (n) stroke.</p> <p>(3) MB (MP) denoted by (1) outer (2) attached point See (8) below.</p>

Group No.	Letters grouped.	Why grouped.
		<p>(4) ST and SST denoted by attached loops as a loop is a modified form of (S) circle.</p> <p>(5) Diphthongs as Oi, Ou, Ow, are formed in the ordinary way, i.e., by joining concerned strokes.</p> <p>(6) For OO (OU, OW) write the O circle outside.</p> <p>(7) For Sh write the (s) circle outside. The stroked Z (S) when dotted gives alternative form of Sh.</p>
6 (b).	<i>Halved-strokes.</i>	<p>(8) For NT, ND, MP, MB, NK, NQ use $\frac{1}{2}$ of T, D, P, B, K, Q strokes respectively.</p>
6 (c).	<i>Alternatives recommended.</i>	<p>The following are possible:—</p> <p>((i) For K use down-Q stroke, if necessary.</p> <p>(ii) For J use G-stroke.</p> <p>(iii) For X use K plus S.</p> <p>(iv) For ND etc. prefer halved-strokes to points.</p> <p>(v) For Z use S-circle or vice-versa.</p> <p>(vi) V and W can be interchanged.</p>

Group V.—CURVES VERTICAL OR HORIZONTAL.



M.B.—Allied letters: For Ch use reversed C,) ;
for Ng use reversed G,) ;

In & Out Position.

(i) curves. (ii) Straight strokes. (iii) Horizontal strokes

Out $\left(\begin{smallmatrix} \text{In} \\ \text{Out} \end{smallmatrix} \right)$; In $|||//$ Out ; $\frac{\text{Out}}{\text{In}}$

Group VI.—MISCELLANEOUS. (COMPOUND LETTERS).

(i) Detached inner points against concerned letters. (•) $\left\{ \begin{array}{l} H \\ PH \\ SH \end{array} \right\} \left\{ \begin{array}{l} HE \\ HI \\ AH \\ EH \end{array} \right\}$
(usually omitted)

(ii) Attached points. (•) NT & ND, MP & MB.
(added to M.) (in) \sim ; (out) \sim

(iii) Outer circles OO, OU, OW, SH
(added to M.) \sim \sim

(iv) Loops. ST & SD, SST, SHD
(added to M.) (in) \sim ; (in) \sim ; (out) \sim

(v) Diphthongs Ol, Oy, Eo, etc., (join concerned vowels). $\begin{array}{c} \text{oo} \text{ pp} \text{ yo} \text{ go} \\ \text{z} \text{ } \end{array} \left\{ \begin{array}{l} \text{oo} \\ \text{pp} \\ \text{yo} \\ \text{go} \end{array} \right\} \begin{array}{c} \text{E} \\ \text{How} \end{array}$

Group VII.—Halved-letters.—NT; ND (and); MP; MB; NK,

NQ. $\left\{ \begin{array}{l} \frac{1}{2} N \\ \frac{1}{2} T \end{array} \right\} \frac{1}{2} D \cdot \frac{1}{2} P \cdot \frac{1}{2} B \cdot \frac{1}{2} K$
 $\frac{1}{2} Q$

5. **Ordinary or phonetic spellings.**—The spellings may be ordinary or phonetic. Thus, a word such as **cat** has two spellings, viz. :—

- the ordinary: c, a, t.
- the phonetic: k, a, t.

It is **immaterial** under this system as to which is used for both spellings are possible. But the general rule will be:—(1) Ordinarily use that spelling which gives **briefer** outline, but (2) if both take the same space or time then use the ordinary spelling. Under rule (2) the ordinary spelling c, a, t is preferred to k, a, t. Under rule (1) for words like **you**, a simple (U) will suffice, similarly (C) for **see**, (R) for **are**, etc., etc.

6. **Long and short vowels.**—The shorthand signs given for vowels ordinarily denote **short** vowels; to get corresponding long vowels place a **detached vertical dash** (not dot) close to the vowel stroke. This differentiation is not required in any but initial stages. In rapid writing omit **unnecessary** vowels and symbols.

7. **In and Out.**—The following simple convention gives in and out positions. In curves, it is the concave side which is inner. In horizontal stroke E, the upper side is considered outer, the lower inner. In straight strokes, the left-hand side is inner.

8. **Simple letters simply joined.**—The student can now write the ordinary words in the shorthand much as in the long-hand. To begin with, the student will write all letters normally one after the other as in the ordinary spelling. He will use phonetic spellings if they are briefer, e.g., the circle S for soft (c). In short words, such as **be**, **me**, the student may gradually dispense with vowels remaining content with the simple strokes (b) and (m). In a word like **psalm**, the silent letters (p, l) need not be written; they may, be written only in the preliminary stages. Inarticulate or ill-defined vowels will be omitted, as (i) in **sir**. **Initial vowels should generally be retained** as they are distinctive. For **and** use nd, i.e., $\frac{1}{2}$ of d or n strokes.

Plate II illustrates the following words; for the convenience of the beginners distinctive longhand letters are written alongside with shorthand signs:—

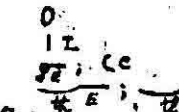
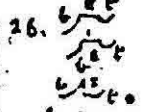
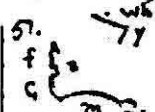
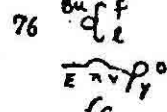
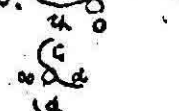
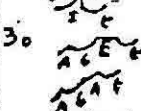

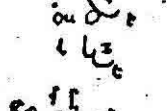
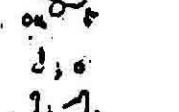
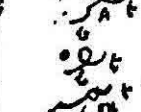

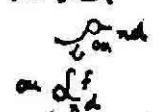

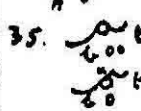

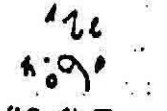
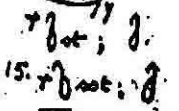
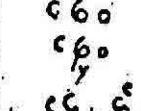

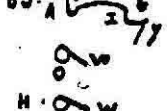
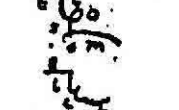
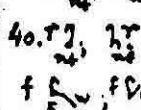

N. B.—Plate II to be read with these words. (See P. 17).

1. O, owe, Oh	26. bet •	51. why	76. foul
I, eye,	beat	figment	envoy
see	bit	amendment	gout
the, thee,	bite	remanant	light
5. though, tho	30. abet	55. distance	80. fight
good	abate	this,	bound
doubt	bait	by, bye	found
is	boat	buy	all
are	about	bow	hope
10. do	35. boot	60. boy	85. almighty
me	bout	beau	owe
my	Co.	state	how
thy	Coy.	statement	ice
rest	ca'nt	must	high
15. resist	40. rent	65. much	90. devout
egoism	few	ring	recess
elect	same	d'nt	night
attest	shame	damp	small
attend	goal	first	space
20. eve	45. rogue	70. no	95. spontaneous
ago	pope	consist	
cheese	west	resists	
change	dust	smash	
gang	desist	sick	
25. camp	50. Rust	75. spout	

SIMPLE WORDS SIMPLY JOINED.

(In small words final vowels may be omitted.)

[PLATE II.]

0. 	26. 	51. 	76. 
5. 	30. 	55. 	80. 
10. 	35. 	60. 	85. 
15. 	40. 	65. 	90. 
20. 	45. 	70. 	95. 
25. 	50. 	75. 	

9. **Miscellaneous notes to avoid overlapping etc.**—(i) In writing shorthand letters, make a clear distinction between short and long strokes. There are mainly two sizes to be differentiated and there can thus be no confusion.

^ (ii) Strokes running in the **same direction** as letter (i) following (f) should be written slightly **off** the first stroke **without** lifting the pen.

^ (iii) Attached points following circles should be written slightly on one side of the concerned circle, to avoid overlapping. For the same reason, strokes running in the same direction or lying in the same quadrant should be written at slightly variant angles.

(iv) The up-strokes normally cannot be confused with corresponding downstrokes inasmuch as their preceding letters show whether they are up or down strokes. When they occur alone as in simple abbreviations, they are differentiated thus:—

(a) The up-strokes are written slightly above the imaginary line of writing, and

(b) The down-strokes slightly below the imaginary line.

(v) When alternative symbols are possible, use that which gives better outline and *acute* angles.

THE MODERN SCIENTIFIC SHORT-HAND INSTRUCTOR.

LESSON II.

THE THREE SPEED RULES.

10. **Only 3 rules to be remembered.**—There are only 3 speed rules, viz. :—

- (i) *Thicken* any letter to add (affix) R. (See P. 22).
- (ii) *Lengthen* any letter to add (affix) N. (See P. 22).
- (iii) Add an initial hook for L and a final hook for affixed T or D. (See P. 23).

These rules are based on common sense principles. The reason for the first rule is obvious, for, the addition of R to any letter, e.g., (Pr. Br in pray, bray) merely **thickens** the consonantal sounds (p, b respectively). The addition of N turns the ordinary sounds into corresponding nasal sounds (A becoming An; I, In; O, On, and so on) which has the effect of **lengthening** the concerned vowels whence the second rule. The third rule is based on expediency for reasons given in the Introduction.

11. **A general proviso.**—A general proviso which extends the usefulness of the above rules is to **omit** vowels occurring between consonants, on the one hand, and R, N, T, D, L, and S, on the other. By so doing, the aforementioned rules can be utilised to the best advantage and circles or hooks can be appended to lengthened or thickened letters. Thus, the word **for** should be abbreviated into **fr** and denoted by thickened (f), word **fun** into **fn** and expressed by lengthened (f), word **fuss** into **fs** and expressed by a circled (f), word **fall** into **fl** and expressed by initially hooked (f) and so on.

12. **The R rule.**—To take each rule separately :—

The R rule applies to **all** letters **simple or compound**. Thus, by thickening, S becomes SR, ST becomes STR, SST becomes SSTR and so on. In thickening circles, loops and generally curves, it is **not** necessary to thicken the whole of the concerned part, but thicken the **downward** part only, or just so much as can be conveniently thickened by the pen (see plate III for thickened O and S and for other thickened letters). (See P. 22).

13. **The N rule.**—The N rule, likewise, applies to **all** letters. A few remarks are necessary to explain lengthening.

(i) Letters of the (f) group are lengthened in the ordinary way and so are letters of the (Q) and (I) groups, i.e., letters of II to IV groups.

ii) The circles are elongated to become ovals.

(iii) Letters of C and G group (V group) are made deep **U-shaped**, of their respective big and small sizes. (See plate III, on P. 22).

14. **The hook rule.**—The hooks may be **initial** or **final**, and in either case they may either **inside** or **outside** having different values. A hook in the beginning stands for **L**;... **for initial L if outside, and for liquid (affixed) L if inside.** There is but one size in this hook. (See P. 23).

15. The final hook when written **inside** stands for **T** if **small**, and for **D** if **slightly bigger**, but for **Td** or **Dd** (ted, ded) **if written outside; the outer hook is small.** For illustrations see plate III.

Note.—The circles **O** and **S** have no hooked forms; nor can letter **(I)** have above hooks as these hooks already stand for letters of the (f) group. Hooks to straight strokes and to (f) group should be joined as shown in the plate III.

16. **Miscellaneous.**—(i) Rules 1 and 2 given above may be combined to affix simultaneously, **NR** (not RN). In thickening U-shaped shorthand letters, it is expedient to thicken just the **downward** portion and not the whole of the letter.

(ii) As it is difficult to thicken **upward** strokes it is expedient to write alternative forms, wherever possible. Thus, **are** instead of being denoted by thickened upward **A**, is best denoted by its downward phonetic equivalent, i.e., simple (r) written in shorthand. (See P. 22).

(iii) The **N** rule enables one to make such combinations as **son**, **non** and other prefixes. The allied syllables in which **n** is replaced by **m** as **com**, **nom** can be made by elongating the **last** leg of the concerned **U**. Similarly—**tion** can be differentiated from—**ten** by—elongating the last leg of the concerned U-shaped curve **T**. This applies only to letters of group 5. See page 22.

17. **Simple words illustrative of the speed rules.**—The illustrations given in Plate III when read in conjunction with the general proviso given in para. 11 give the following common words or word-parts; the words to be read horizontally and to be compared with the Plate. (See P. 22):—

AFFIXED R WORDS.

Or, Sir, Sheer, Roar, For (far), Jar, Liar, Ire, Ur-, Ere (era), Are, Very, Were (war), year, exer—.

Quire (queer), kr, par, Dr (doctor) Bar (at-law), czar, Gear, char, Nigger, nor, Mr (mister), Tar, there.

AFFIXED N WORDS.

On, sun, shine, rain, fain, jen-, line, in, un-, en-, an, van, wan (when), yon, ex. en (Executive Eng).

Quan-, kin, pen-, den-, hen-, zone, con- or can, gun (gon-), chin, ngn, none (non-), mani (many), ten, then.

AFFIXED NR WORDS.

Owner runner, inner, winner, Connor (cnr), dinner, tanner,

AFFIXED OR LIQUID L.

Call, chal, gel-, -ngel, -nel, mill, tell, thal-, quali, kil-, pal, ball, zeal, ul-, el-, all, vale, well, yell, excel, rail, fail, jail.

INITIAL L.

(See Page 23).

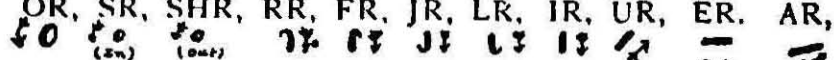
Loco-, loch, leg, long, line, lime, late, litho, liquo-, eap, led, lobe, lez-, lu, le, la, love, low, lie, lux.

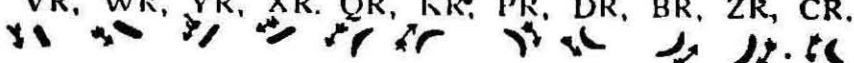
T, D, TD, DD ENDINGS.

Cot, Cod, (ere)-cted, ceded, not, need, noted, noddod, what (wet), would, waited, wedded, etc.

THE MODERN SCIENTIFIC SHORTHAND SPEED RULES [PLATE III.]

Rule 1. **R** added (affixed) by **THICKENING**.

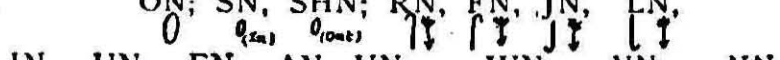

OR, SR, SHR, RR, FR, JR, LR, IR, UR, ER, AR,


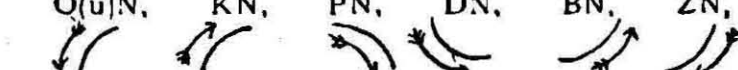
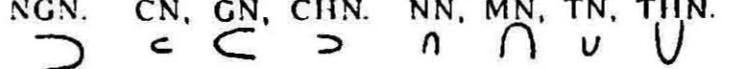
VR, WR, YR, XR, QR, KR, PR, DR, BR, ZR, CR.


GR, CHR, NGR, NR, MR, TR, THR.


NTR, NDR, MBR, MPR, NKR, NQR, STR, SDR, SSTR.

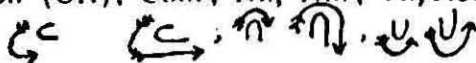

Rule 2. **N** added (affixed) by **LENGTHENING**.

ON, SN, SHN, RN, FN, JN, LN,

 IN, UN, EN, AN, VN, WN, YN, XN


O(u)N, KN, PN, DN, BN, ZN,

 NGN, CN, GN, CHN, NN, MN, TN, THN.



Allied combinations got by unequal lengthening:—

Thus Con (CN), Com; Nn, Nm; Tn, Tion; etc.,



Rules 1 and 2 may be combined to get **NR** by first lengthening (N) and then thickening to add R.

ONR, RNR, INR, WNR, QNR, DNR, CNR, NNR, TNR.



THE MODERN SCIENTIFIC SHORTHAND SPEED RULES.

PLATE III—contd.

Rule 3. Use of hooks (internal and external).

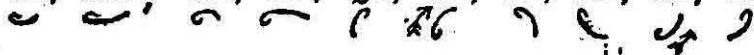
The rule applies to curves, straight strokes (except I), to hooked letters as shown below, but not to circles.

Liquid, or affixed L (internal initial hook.)

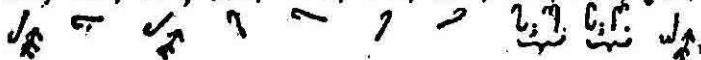
1. Liquid or affixed L: CL, CHL; GL, NGL



TL, THL, NL, ML; OL, KL; PL, DL, BL, ZL.



UL, EL, AL, VL, WL, YL, XL, RL, FL, JL.



Initial L (external initial hook.)


LC, LCH; LG, LNG; LN, LM; LT LTH;



LQ, LK; LP, LD; LB, LZ,



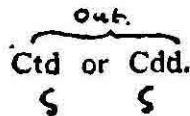
LU, LE, LA; LV, LW; LY, LX.



T, D Final hooks.

T, D; TD & DD Hooks are similar, eg.


Ct,  Ed;
6 6


Ctd or Cdd.
S S

NT, ND, NTD, NDD; WT, WD, WTD, WDD, etc.



18. **Words illustrative of the R rule.**—Plate IV gives the following words illustrative of the R rule; these words should be read in conjunction with the Plate where the distinctive shorthand letters alone are given (Page 25):

WORDS ILLUSTRATIVE OF THE R RULE.

1. Purpose	21. Property	41. furthermore	61. serpent
mother	traitor	fortnightly	governance
daughter	trigonometry	introduce	breakfast
therefore	trident	interpose	furtherance
5. brother	25. trusty	45. interpret	65. finger
neighbour	America	wander	northern
odour	amorphous	mender	meander
firmament	greater	member	equator
overthrow	Great Britain	Empire	quarterly
10. overpower	30. through	50. contrary	70. borrower
vapour	murder	counter	lender
perfect	meter	render	arbitrary
either	morphine	gender	verdure
emerge	meristem	prominent	foremost
15. surprise	35. northernmost	55. dormant	75. forester
Government	important	segment	fraternal
furniture	master	earnest	careworn
further	duster	camber	carnivorous
refresh	stress	character	verdigris
20. grope	40. strong	60. character- tically	80. represent.

Note.—In this plate, N and hook rules are not used to avoid confusion; they should, however, be used with practice in later stages.

WORDS ILLUSTRATIVE OF THE R RULE.

(Omit vowels between consonants and R for brevity.)

[PLATE IV.]

1.	21.	41.	61.
5.	25.	45.	65.
10.	30.	50.	70.
15.	35.	55.	75.
20.	40.	60.	80.

19. **Words illustrative of the N rule.**—The following gives a few words illustrative of the N rule (see Plate V) :—

1. Spain	21. consistent	37. non-co-operation	54. exonerate
spanish	conscience	tendency	55. quantity
• dense	confluence	tentative	reminiscent
endurance	congregation	40. tender	genus
5. engage	25. condensation	fenets	prudence
engraver	configuration	tentacle	violence
environment	condition	information	60. definite
entrant	constipation	maintain	introspection
enmesh	convocation	45. mountain	horizontal
10. entreat	30. convenient	thinning	gunner
fancy	convalescent	genuine	regenerate
rendezvous	commission	ingenious	65. indecent
fantastic	complaisant	pander	honour
men	competent	50. omnipresent	enervate
15. Helen	35. conspiracy	demonstrative	veneer
consideration	congratulation	Andrews	Bannerman
consternation		53. Man	70. winner
conference			Connor
congress			Channer
20. consist			manner
			dinner
			75. thinner

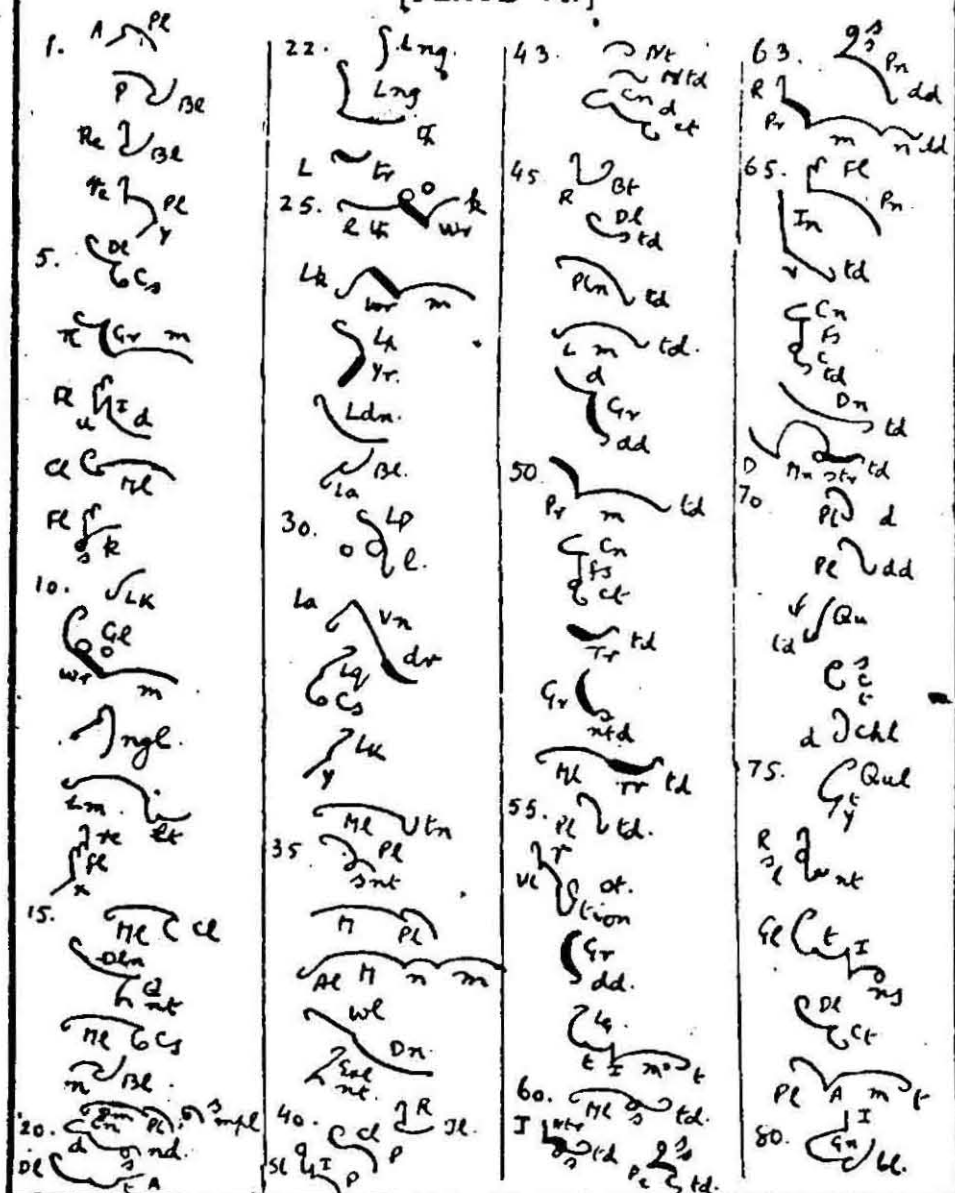
20. **Words illustrative of the hooks.**—The following gives a few words illustrative of the use of hooks: (See Plate VI, page 29):—

1. Apple	22. long	43. note	63. suspended
pebble	length	noted	reprimanded
rebel	letter	conduct	65. Phillipine
reply	25. lithowork	45. rebate	invited
5. delicious	lukewarm	deleted	confiscated
telegram	leapyear	planted	denoted
fluid	leaden	limited	demonstrat- ed
calomel	lable	degraded	70. plied
flask	30. loophole	50. permitted	pleaded
10. like	lavender	confiscate	quieted
gloworm	loquacious	treated	saccate
angle	lucky	granted	chilled
limelight	molten	maltreated	75. quality
reflex	35. pleasant	55. plated	resilient
15. molecule	maple	revolutionist	2 gelatinous
delinquent	aluminium	grounded	delicate
malicious	welldone	legitimate	playmate
noble	excellent	deleted	80. ignoble.
sample	40. rattle	60. molested	
20. condescend	clip	interested	
21. delta	slip	suspected	

WORDS ILLUSTRATIVE OF THE USE OF HOOKS.

(Omit vowels between consonants and L, or T, D to abbreviate outlines and to use hooks.)

[PLATE VI.]



THE MODERN SCIENTIFIC SHORT-HAND INSTRUCTOR.

LESSON III.

ON NUMERALS AND OTHER SIGNS.

21. **Figures.**—Figures 1, 2, 3, ... 9, 10, 11 up to 99 will be used as such as they are already shorthand symbols. The following conventions will, however, be used as illustrated in Plate VII (see page 31):—

Hundreds denoted by underlining.

Thousands denoted by Overlining.

Lacs denoted by Crossing from right to left.

Millions denoted by Crossing horizontally halfway through.

Billions denoted by Crossing from left to right.

For illustrations see Plate VII. By combining the above rules other figures higher than billions may be obtained.

22. **Ordinals, viz., first, second, third, fourth, 5th, 6th, 7th** are got by **dotting** the figure **below** (note, dot stands for H of **th** in most ordinals, e.g., **fourth, fifth**). The corresponding adverbs, viz., **firstly, secondly, etc.**, are got by dotting **above**.

23. **Punctuation marks.**—Punctuation marks are the SAME AS IN LONGHAND, except in the case of hyphen which is denoted by two parallel dashes. The underlined words should be **doubly** underlined.

24. **Mathematical signs.**—Mathematical signs are the SAME AS IN LONGHAND, except minus which is dotted. For other symbols see Plate VII.

25. **Reporting signs.**—A wavy line denotes different reporting interruptions as follows:—

Vertical stands for: hear, hear.

Right to left down stands for: shame.

Horizontal stands for: cheers.

Left to right up stands for: applause or laughter, etc.

26. **Miscellaneous.**—Monetary signs, e.g., R. a. p. £ s. d., etc., are used as such. Similarly thermometer readings, e.g., C for Centigrade, F for Fahrenheit, etc.

27. Chemical symbols being brief will be used in the **longhand** thus:—

H(h) for Hydrogen or prefix hydro—(in hydrometer), etc.

NUMERALS AND OTHER SIGNS MOSTLY COMMON BETWEEN SHORTHAND AND LONGHAND.

[PLATE VII.]

(i) Figures.

Five	Five hundred	Five thousand	Five lacs.	Five million	Five billion
5	5̄	5̄.	5̄	5̄	5̄

1, 2, 3, 4 etc. denote first, second, third, fourth, etc.

1̇, 2̇, 3̇, 4̇ etc. denote firstly, secondly, thirdly, fourthly, etc.

(ii) Punctuation Marks.

Same as in longhand except

Hypen

;

Brackets

Underline

=

[], { }

=====

(iii) Mathematical Signs.

Same as in longhand except Minus shown thus.....

(iv) Reporting Signs.

Hear, hear, Shame, cheers, applause or
laughter

Miscellaneous.

Other symbols same as in longhand e. g.

£. s. d., 3', 7", 104°F, 100°C.
feet inches fahrenheit centigrade.

%; R. a. p.; \$, ||, Δ
Percent dollars. (Parallel) (triangle)

Circle, Perpendicular on (Missing word); one-half
○ ⊥ h ½

C(c) for Carbon or carbo—(as in carburetor), etc.

The student should make for each subject separate **longhand** abbreviations suiting his own convenience. Thus, **A** may stand for Agriculture, **M** for Mathematics and so on.

28. It will be noted that in this lesson, longhand abbreviations have been retained as such, as no advantage could be gained by displacing them.

- 29. **Exercises in simple dictation.**—The following gives two exercises in simple dictation duly punctuated: compare Plate VIII, on page 33:—

EXERCISE I.

1. Life is real! life is earnest!
And the grave is not its goal;
"Dust thou art to dust returnest,"
Was not spoken of the soul.
2. Lives of great men all remind us,
We can make our lives sublime,
And departing leave behind us
Foot-steps on the sands of time.

EXERCISE II.

INDIA'S CONTRIBUTION TO THE WORLD'S CIVILIZATION.

1. India's contribution to the world's civilization has been enormous. By far the greatest contribution
2. is its doctrine of harmlessness. Gautama Buddha propounded it several centuries
3. ago and this doctrine is still the most prominent doctrine in the East as also in the
4. domain of religion. Through G. B. (Gautama Buddha) India has conquered 470,000,000 people, who even up to this
5. day live and die professing the tenets of Buddhism. The conquests of India through
6. religion extend from Nepal to Ceylon, across the whole of Eastern peninsula to
7. Tibet, China, Japan, Manchuria and Mongolia. All of these countries constitute what
8. may rightly be called the mighty Empire of India. The great Empires we see now
9. and which are founded by force may fly, decay, die and disappear in spite of big armies and
10. navies but this great Empire of India, which Indian sages founded several centuries ago still exists and
11. will live long.....for ages.

THE MODERN SCIENTIFIC SHORTHAND

LESSON IV.

ABBREVIATIONS AND CONTRACTIONS.

30. **Underlining.**—Ordinary longhand contractions such as I.C.S., F.R.S., A.D., etc., etc., which have well-known meanings are first written in shorthand characters and then **underlined** to distinguish them from unabbreviated shorthand strokes.

For illustrations see Plate IX, words 1 to 20 on page 36.

31. **Inter-sections.**—An alternative way is to **intersect** the concerned strokes. This is illustrated in words 21 to 60 (Plate IX).

32. **Long words.**—Long words are at first abbreviated exactly as in longhand as if one were writing dictation rapidly and these abbreviated parts then expressed into shorthand. Thus, for instance, Great Britain is abbreviated into Gr. Br. (see word 21, Plate IX, and other words).

No hard and fast rule need be laid down regarding the degree of contraction; this is left to the writer's discretion. Normally he will use the same contraction as he would adopt in longhand. Thus, the word **Government** could be contracted into Govern, Govt, Gmt., or Gt, etc., etc., depending on **Individual** discretion; this discretion will be translated into shorthand. Underlining or inter-section of these parts will bring to one's memory that the words are contracted.

33. **Detached letters.**—Long prefixes or suffixes may be denoted by **detaching** the **first** letter of the concerned prefix or suffix.

For example:—

Detached (s) circle will denote self-(prefix)—and—selves-(suffix).

Detached (m) sign will denote Magna—and—Ment.

Detached (f) sign will denote Phos—and—fulness.

For illustrations see words 61 onwards, Plate IX, page 36.

34. Suffixes like -ality, -odity etc., which stand for **abstract nouns** are denoted by **detaching** the **first** letter of the concerned syllable. Thus, for instance, word Majority would be denoted by Ma and **detached J** or **Jr**, etc. See words 67-85 Plate IX.

35. **Phrases written joined.**—Common phrases which stand together, may be written joined in shorthand. In so doing **omit unimportant** letters, syllables or words, and use only distinctive words or letters.

Examples: In spite (of), more or less, I owe you, I have the honour, etc., etc.

For illustration see Plate X where distinctive longhand letters used are given side by side with shorthand outlines for convenience of the beginner.

36. **Abbreviations and contractions.**—Plate IX gives a few illustrations of contracted words or phrases which are indicated either by underlining, inter-sections or by detached letters:—

(See page 36)

1. M. A.	25 Mr. President	41. Jesus Christ	Act of parlia-
B. A.	and Gentle-	Virgin Mary	ment
I. C. S.	men.	cross exam-	59. Meeting of
Y. M. C. A.	Government	ination ,	directors.
5. F. R. S.	Board.	examination-	60. self-respect
K. C. I. E.	Nevertheless	in-chief	self-defence
K. O. S. I.	Notwithstan-	45. re-examination	myself
G. C. S. I.	ding.	circumst-	yourself
G. C. I. E.	Law and order	antial evid-	thyself
10. N. W. Ry.	30. League of	ence	65. magnify
I. O. U.	Nations	May it please	magnetic
I. owe you.	Home Depart-	your honour.	formality
I. C. U. R.	ment	Gentlemen of	carnality
I see you are.	Foreign depart-	jury.	durability
M. L. A.	tment	Justice of peace	70. propriety
M. L. C.	yours faith-	50. High court of	majority
15. M. P.	fully	justice.	tendency
M. R. A. S.	yours truly	Freedom of	minority
F. R. S. A.	35. yours sinc-	the press.	geniality
D. F. O.	erely	Rt. Hon.	75. popularity
D. Sc.	yours obedi-	Prime Minister.	harmlessness
20. I O. M.	ently.	United States	thoughtfulness
21 Gr.-Br.	with reference	of America.	restfulness
Great Britain }	to.	55. House of Co-	carefulness
Labour party	Call your att-	mmons .	80. thermometer
Conservative	ention.	House of	hygrometer
Party	In reply to	lords.	hydrometer
Indian Nati-	your letter.	British Em-	barometer
onal Congress	40. M. .	pire	galvanometer
			85. Electrometer

ABBREVIATIONS AND CONTRACTIONS

indicated by
UNDERLINING, INTERSECTIONS AND DETACHED
LETTERS.

[PLATE IX.]

<p>1. $\frac{m}{A}$, $\frac{40}{M}$</p> <p>$\frac{B}{A}$, $\frac{f}{A}$</p> <p>$\frac{y}{m c v A}$</p> <p>5. $\frac{f}{T}$, $\frac{f}{F}$</p> <p>$\frac{K}{C}$</p> <p>$\frac{I}{E}$</p> <p>$\frac{C}{G}$</p> <p>$\frac{C}{I}$</p> <p>$\frac{G}{E}$</p>	<p>21. $\frac{Gr}{Or}$</p> <p>$\frac{et}{Pr}$, $\frac{X}{Cr}$</p> <p>$\frac{G}{Cr}$, $\frac{G}{Cr}$</p> <p>$\frac{In}{G}$, $\frac{In}{G}$</p> <p>25. $\frac{Pr}{G}$</p> <p>$\frac{G}{nt}$</p> <p>$\frac{G}{Od}$</p> <p>$\frac{n}{Mc}$</p> <p>$\frac{n}{L}$</p> <p>$\frac{n}{L}$</p>	<p>41. $\frac{Jo}{chr}$, $\frac{Jo}{chr}$</p> <p>$\frac{Cm}{Cr}$, $\frac{Cm}{Cr}$</p> <p>$\frac{Ex}{Cr}$, $\frac{Ex}{Cr}$</p> <p>$\frac{Ea}{In}$, $\frac{Ea}{In}$</p> <p>$\frac{ch}{ch}$, $\frac{ch}{ch}$</p> <p>45. $\frac{Re}{Er}$, $\frac{Re}{Er}$</p> <p>$\frac{Cm}{Cr}$, $\frac{Cm}{Cr}$</p> <p>$\frac{M}{Cr}$, $\frac{M}{Cr}$</p> <p>$\frac{G}{Cr}$, $\frac{G}{Cr}$</p> <p>$\frac{Jr}{Jr}$, $\frac{Jr}{Jr}$</p>	<p>$\frac{A}{Pr}$, $\frac{A}{Pr}$</p> <p>$\frac{Or}{Mc}$, $\frac{Or}{Mc}$</p> <p>60. $\frac{Or}{Cr}$, $\frac{Or}{Cr}$</p> <p>$\frac{N}{Y}$, $\frac{N}{Y}$</p> <p>$\frac{Y}{Y}$, $\frac{Y}{Y}$</p> <p>65. $\frac{M}{Fy}$</p> <p>$\frac{M}{Fy}$, $\frac{M}{Fy}$</p> <p>$\frac{Fr}{Mc}$, $\frac{Fr}{Mc}$</p> <p>$\frac{Cr}{Cr}$, $\frac{Cr}{Cr}$</p> <p>70. $\frac{Pr}{Pr}$, $\frac{Pr}{Pr}$</p> <p>$\frac{M}{Jr}$, $\frac{M}{Jr}$</p> <p>$\frac{U}{Tn}$, $\frac{U}{Tn}$</p>
<p>10. $\frac{n}{wR}$</p> <p>$\frac{I}{O}$, $\frac{I}{O}$</p> <p>$\frac{C}{I}$, $\frac{C}{I}$</p> <p>$\frac{MR}{A}$, $\frac{MR}{A}$</p> <p>$\frac{MR}{CC}$, $\frac{MR}{CC}$</p> <p>15. $\frac{M}{P}$, $\frac{M}{P}$</p> <p>$\frac{M}{A}$, $\frac{M}{A}$</p> <p>$\frac{Fr}{A}$, $\frac{Fr}{A}$</p> <p>$\frac{D}{C}$, $\frac{D}{C}$</p>	<p>30. $\frac{Zn}{Zn}$</p> <p>$\frac{fr}{a}$, $\frac{fr}{a}$</p> <p>$\frac{Yrs}{Yrs}$, $\frac{Yrs}{Yrs}$</p> <p>35. $\frac{Yrs}{Yrs}$, $\frac{Yrs}{Yrs}$</p> <p>$\frac{Fr}{Fr}$, $\frac{Fr}{Fr}$</p> <p>$\frac{Cm}{Cm}$, $\frac{Cm}{Cm}$</p> <p>$\frac{Lr}{Lr}$, $\frac{Lr}{Lr}$</p> <p>$\frac{Br}{Br}$, $\frac{Br}{Br}$</p>	<p>50. $\frac{I}{Jr}$, $\frac{I}{Jr}$</p> <p>$\frac{Fr}{Fr}$, $\frac{Fr}{Fr}$</p> <p>$\frac{Lr}{Lr}$, $\frac{Lr}{Lr}$</p> <p>$\frac{Pr}{Pr}$, $\frac{Pr}{Pr}$</p> <p>$\frac{A}{A}$, $\frac{A}{A}$</p> <p>55. $\frac{Gos}{Gos}$, $\frac{Gos}{Gos}$</p> <p>$\frac{Cm}{Cm}$, $\frac{Cm}{Cm}$</p> <p>$\frac{Lr}{Lr}$, $\frac{Lr}{Lr}$</p> <p>$\frac{Br}{Br}$, $\frac{Br}{Br}$</p>	<p>75. $\frac{M}{M}$, $\frac{M}{M}$</p> <p>$\frac{Lr}{Lr}$, $\frac{Lr}{Lr}$</p> <p>$\frac{A}{A}$, $\frac{A}{A}$</p> <p>$\frac{Cm}{Cm}$, $\frac{Cm}{Cm}$</p> <p>$\frac{Lr}{Lr}$, $\frac{Lr}{Lr}$</p> <p>80. $\frac{Cm}{Cm}$, $\frac{Cm}{Cm}$</p> <p>$\frac{Lr}{Lr}$, $\frac{Lr}{Lr}$</p> <p>$\frac{Br}{Br}$, $\frac{Br}{Br}$</p>
<p>20. $\frac{I}{O}$, $\frac{I}{O}$</p> <p>$\frac{N}{N}$, $\frac{N}{N}$</p>	<p>$\frac{Lr}{Lr}$, $\frac{Lr}{Lr}$</p> <p>$\frac{Br}{Br}$, $\frac{Br}{Br}$</p>	<p>$\frac{Br}{Br}$, $\frac{Br}{Br}$</p> <p>$\frac{Lr}{Lr}$, $\frac{Lr}{Lr}$</p>	<p>83. $\frac{M}{M}$, $\frac{M}{M}$</p> <p>$\frac{Lr}{Lr}$, $\frac{Lr}{Lr}$</p> <p>$\frac{Br}{Br}$, $\frac{Br}{Br}$</p>

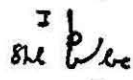
37. The following gives a few phrases which are joined together and written in shorthand *omitting unimportant words or syllables*; compare Plate X on page 38:—

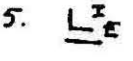
- (1) More and more
I have the honour
In spite of
I shall be
- (5) That is; i. e.
I O U (I owe you)
I C U R (I see you are)
In reply to your favour
In reference to your letter
- (10) With reference to your letter
At your convenience
For favour of necessary action
For further consideration
For disposal
- (15) May it please your honour
Your Excellency
My lord
Your Majesty
Free trade
- (20) Hon. gentleman
Freedom of the Press
Right Honourable
House of Parliament
Prime Minister
- (25) Chairman of the Committee
Learned counsel for the defence
Your worship
No my lord
Virgin Mary
- (30) Very good
Your most obedient servant
Yours obediently
Yours sincerely
I have to acknowledge receipt of your letter
- (35) I must (ask) your favour
I am directed
I beg to enclose
I regret to state
I hope you are well
- (40) I hope you are satisfied.

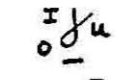
PHRASEOGRAPHY.

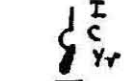
[PLATE X.]

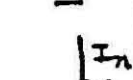
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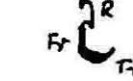
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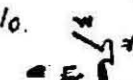
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I 

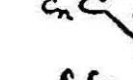
O 

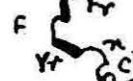
I 

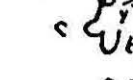
In 

Fr 

10. 

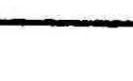
Cn 

F 

Yr 

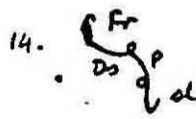
Ution

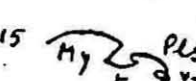
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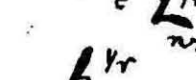
Fr 

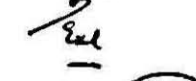
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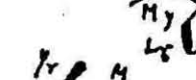
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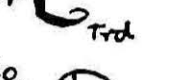
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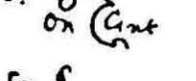
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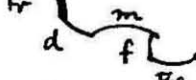
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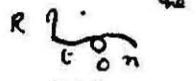
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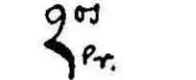
Yr 

Yr 

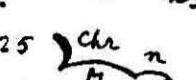
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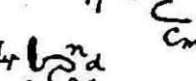
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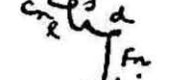
Fr 

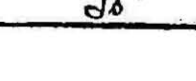
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Pr 

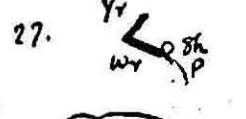
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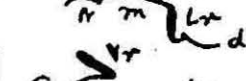
Chr 

Chr 

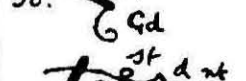
Chr 

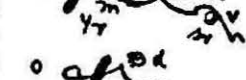
Chr 

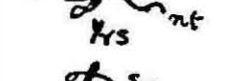
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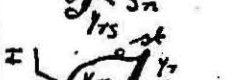
Yr 

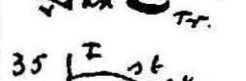
Yr 

30. 

Gd 

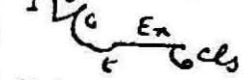
Yr 

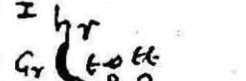
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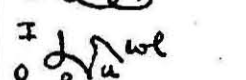
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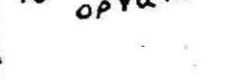
I 

I 

I 

Gr 

I 

O 

40 

Op 

Op 

38. **Progressive use of contractions and speed.**—In the initial stages, the student will write **all** letters composing each separate word. With little practice, however, the student can gradually increase the number of omissions using abbreviations, contractions and detachments as much as possible.

39. Over and above the contractions given in the Instructor, the student is strongly recommended to coin his **own** abbreviations associating them with script **longhand** letters which will then be interspersed in the shorthand script. These contractions will be applicable to the particular subject or branch of science in which the shorthand writer may be interested. Obviously, longhand script letters should be used only for exceptionally big and technical words of frequent recurrence. In all but such cases, it is the shorthand script which should be employed.

40. Side by side with writing dictation in shorthand, the student should practise reading written notes, as dictation without transcription retards speed.

41. *Alternatives where available.*—Whenever two or more shorthand symbols are available for the *same* sound, obviously that one should be chosen which is shorter or quicker to write. Thus, for K-sound we may either use down-Q or up-K strokes; prefer former for KR or QR i.e. thickened K-sound, for *thickened strokes are best written downward*. For compound letters nt, nd, mp etc., use halved-strokes instead of attached points as a *point impedes writing speed*. Similarly for J, prefer G-stroke as the latter *opens forward* instead of backwards. R and L are best represented by thickening and hooks; for this purpose omit Vowels. Also use position rule (q v) for simple words as this writing is quicker than ordinary one.

THE MODERN SCIENTIFIC SHORTHAND

LESSON V.

FREQUENTLY RECURRING WORDS, AND POSITION WRITING RATIONALISED.

42. If any paragraph or writing were carefully examined, it would be found that some words, particularly small words like *is, be, the, and, was* etc., recur with much greater frequency than others. It is necessary that these common words should be represented by simple strokes. This necessitates the omission of all but characteristic consonant strokes. At the same time, it is necessary to differentiate words to prevent confusion. The attached simple device on Plate XI serves this purpose. (Page 47).

(See Plate XI for diagram showing normal distribution)

43. The distribution is *not arbitrary* but what would be written in reference to the imaginary line of writing which is dotted here. On this line, the distribution of vowels is as follows:—

- (i) U and A are written *above* the line.
- (ii) O and E are written **on** the line.
- (iii) I and Y are written **below** the line.

From these positions of the vowels, the following *Position Rule* follows:—

- (i) U and A are added by writing a stroke *above* the line.
- (ii) O and E are likewise added by writing the **same** on the line.
- (iii) I and Y are added by writing **below** the line.

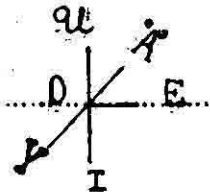
For example, take the three common words: **may, me, my**. Here the consonant (m) is common, the vowels being different. Using the 'Position' rule, the above words are obtained thus: **may** by writing (m) *above* the line, **me** by writing (m) **on** the line, **my** by writing (m) **below** the line. Similarly, **Us, as; see; is** are differentiated by writing the (s) circle *above*, for **us, as; on** the line for **see, below** the line for **is**.

SOME FREQUENTLY RECURRING WORDS.

[Plate XI.]

(i) **Position rule.**

NOTE. U, A are ABOVE
O, E are ON
Y, I are BELOW } THIS LINE



(ii) Written in position.

19. 10. 1911

They
"The Tho

Musk

M 034

Mr. [redacted] Mr. [redacted]

M_{ext}

$$\bar{A}_t, \bar{A}_s, \bar{A}_r, \bar{A}_q, \bar{A}_p, \bar{A}_o, \bar{A}_n, \bar{A}_m, \bar{A}_l, \bar{A}_k, \bar{A}_j, \bar{A}_i, \bar{A}_h, \bar{A}_g, \bar{A}_f, \bar{A}_e, \bar{A}_d, \bar{A}_c, \bar{A}_b, \bar{A}_a$$

$\gamma_{A \times E}$
 $\bar{Q} \sim \bar{E}_{max}$

10, 100, 1000 10, 100, 1000 10, 100, 1000 10, 100, 1000 10, 100, 1000

$$\bar{I}_1, \bar{I}_2, \bar{I}_3, \bar{I}_4, \bar{I}_5, \bar{I}_6, \bar{I}_7, \bar{I}_8, \bar{I}_9, \bar{I}_{10}, \bar{I}_{11}, \bar{I}_{12}, \bar{I}_{13}, \bar{I}_{14}, \bar{I}_{15}, \bar{I}_{16}, \bar{I}_{17}, \bar{I}_{18}, \bar{I}_{19}, \bar{I}_{20}, \bar{I}_{21}, \bar{I}_{22}, \bar{I}_{23}, \bar{I}_{24}, \bar{I}_{25}, \bar{I}_{26}, \bar{I}_{27}, \bar{I}_{28}, \bar{I}_{29}, \bar{I}_{30}, \bar{I}_{31}, \bar{I}_{32}, \bar{I}_{33}, \bar{I}_{34}, \bar{I}_{35}, \bar{I}_{36}, \bar{I}_{37}, \bar{I}_{38}, \bar{I}_{39}, \bar{I}_{40}, \bar{I}_{41}, \bar{I}_{42}, \bar{I}_{43}, \bar{I}_{44}, \bar{I}_{45}, \bar{I}_{46}, \bar{I}_{47}, \bar{I}_{48}, \bar{I}_{49}, \bar{I}_{50}, \bar{I}_{51}, \bar{I}_{52}, \bar{I}_{53}, \bar{I}_{54}, \bar{I}_{55}, \bar{I}_{56}, \bar{I}_{57}, \bar{I}_{58}, \bar{I}_{59}, \bar{I}_{60}, \bar{I}_{61}, \bar{I}_{62}, \bar{I}_{63}, \bar{I}_{64}, \bar{I}_{65}, \bar{I}_{66}, \bar{I}_{67}, \bar{I}_{68}, \bar{I}_{69}, \bar{I}_{70}, \bar{I}_{71}, \bar{I}_{72}, \bar{I}_{73}, \bar{I}_{74}, \bar{I}_{75}, \bar{I}_{76}, \bar{I}_{77}, \bar{I}_{78}, \bar{I}_{79}, \bar{I}_{80}, \bar{I}_{81}, \bar{I}_{82}, \bar{I}_{83}, \bar{I}_{84}, \bar{I}_{85}, \bar{I}_{86}, \bar{I}_{87}, \bar{I}_{88}, \bar{I}_{89}, \bar{I}_{90}, \bar{I}_{91}, \bar{I}_{92}, \bar{I}_{93}, \bar{I}_{94}, \bar{I}_{95}, \bar{I}_{96}, \bar{I}_{97}, \bar{I}_{98}, \bar{I}_{99}, \bar{I}_{100}$$

way, away

(Day) Much Up

Wīē Whō . Fort, Fast Bē . Dō . Each Hā

We who; I; or; do; Hop
 which

Why? By, By (die) Hop

At all Fire Sung } Thang

(k) However } Sāng }
Thō

a Bill ; Over Ever ; 9 Song ; those

i'll, Very, Every, Sing, This

[N.B: vowel added is overlined thus. \bar{A} , \bar{O} etc)

(iii). No position.

(God: can: not met, night. that this do did don

[illegible]

Because Therefore Cannot Important Equal Were when we

7, 6; ~, ~; ~, (with) ~, = or /; ~, \, wh.
91. 4. 4. They should should will shall - under

He, you, He, they, would, should, will, shall, (Pn), under

Haggen

44. The above principle can be extended to rather long words as **most** and **must**. Here the consonants are common and can be represented by looped (m), and difference in vowels is expressed by writing **must** above the line (for u), **most** being written on the line (for O). Similarly, other words more or less allied in sound or spelling may be differentiated by position. Thus in the words **much**, **each**, **which** the characteristic **common sound** is of **ch**. We may omit all other consonants and use (ch) stroke for all, and differentiate them by their characteristic vowels thus: much written above (for u), each on (for e) and which below the line of writing (for i). For other common words thus differentiated see the adjoining Plate XI.

45. In conclusion, it will be noted that this "position" writing is quite unlike "position" writing in other systems where different arbitrary values attach to different positions.

In this system both the alphabet and the "Position" writing are RATIONALISED, for the first time, to take off all burden from the memory; in its simplicity lies its success.

Finally, we cannot help drawing attention to the well-known adage: Well begun is half done. Once well-started the speed, under this system, is bound to progress with ever-increasing momentum, maximum speed being attained in less than a quarter of the time required in other systems.

FINIS.